

**SCHEDULE 3
FORM ECSR-MC**
Disclosure of Material Information

Date of Report: **October 31st 2018**

Name: **National Bank of Dominica Ltd**

Territory and date of Incorporation: **Commonwealth of Dominica, November 25th 2003**

Issuer Registration Number: **NBD25102003DM**

**National Bank of Dominica Ltd
64 Hillsborough Street Roseau
Commonwealth of Dominica**

Reporting issuer's:

Telephone number (including area code): **767-255-2300**

Fax Number: **767-448-3982**

Email address: customersupport@nbd.dm
mbethel@nbd.dm

-----N/A-----
(Former name or former address, if changed since last report)

Set out all relevant information relating to material change(s) in the company

The following represents the material change not already previously notified to the company from the financial year July 2018 to present:

1. Ms. Macina Bethel, effective October 24th 2018 was appointed to the position of Company Secretary.

Signatures

A Director and the Chief Executive Officer or Corporate Secretary shall sign the Disclosure of Material Information Report on behalf of the company. By so doing each certifies that he has made efforts to verify the material accuracy and completeness of the information herein contained.

Name of Director
Ellingworth Duncan Edwards

Name of Director:

SIGNED AND CERTIFIED

SIGNED AND CERTIFIED

Signature

Date *Oct. 31, 2018*

Signature:

Date *Nov. 02, 2018*

BIOGRAPHICAL DATA FORMS

EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Macina N.P. Bethel Position: Company Secretary

Age: 35

Mailing Address: P.O.Box 443, Roseau, Dominica

Telephone No.: 767-275-2817

List jobs held during past five years (including names of employers and dates of employment).
Give brief description of **current** responsibilities.

24 January 218 to present - Company Secretary- National Bank of Dominica Ltd
2010- January 2018- Board Secretary - National Bank of Dominica Ltd
2008- 2010: Assistant to the Corporate and Legal Secretary, National Bank of Dominica Ltd
Current Responsibilities
o Attend Meetings for the purpose of recording accurate Minutes.
o Prepares written material for the purpose of conveying information to Executives or Senior Management.
o In consultation with the Chairman prepares Agendas for the Board and Sub-Committee Meetings and ensure that Agendas and supporting documentations are circulated to the Directors in advance of such Meetings.
o Prepare and make arrangements for Directors to attend Meetings of affiliated Boards, conferences, training and annual meetings. Also makes hotel reservations for Board Consultants, Auditors
o Coordinates and organizes all matters relating to the Annual General Meeting including preparation of the Agenda, the recording of Minutes, organization of a team, mailing of Annual Reports, stamping of voting ballots, booking hotel or preparation of room where meeting is to be held.
o Provide effective administration and maintenance of share records and transfer register in compliance with the requirements of the law as it relates to shares, dividends and transfers and, keeping shareholders informed of the status of their shareholding accounts.
o Maintains safe-keeping of company records.

Education (degrees or other academic qualifications, schools attended, and dates):

2015: Master Degree in International Business (Merit)- University of London
2015: Associate Degree of Science in Paralegal Studies (Distinction)- University of the West Indies Open Campus
2011: Accredited Director (Acc. Dir.)- Institute of Chartered Secretaries and Administrators (ICSA), Canada and Eastern Caribbean Securities Exchange
2010: Bachelor Degree of Science in Management Studies (First Class Honour) University of the West Indies Open Campus
2007: Associate Degree of Arts – Faculty of Education - Dominica State College
2001: Cambridge Advanced Level (A-Level) Clifton Dupigny Community College
1999: CXC O’Level - Wesley High School

Also a Director of the company Yes No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

Use additional sheets if necessary.